

Do you ever want to "customize" and save the layout of a screen?

Just as you can save a display variant for a specific report, you can also customize the look of many transactions or screens. For example, to enter data in various fields on the PA61 -Time Entry With Activity Allocation screen you must scroll from left to right. To save time, you can customize your screen by moving or hiding unnecessary columns.

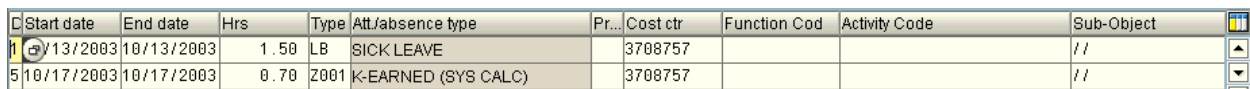
To customize a screen, complete the following steps:




1. Place cursor on the border of a column to get sizing arrows
2. Click and drag the border to shrink or hide the column, **or to move a column**,
 - Left click on the column header, drag it and "drop" where you want it (you'll see a rectangular icon as you move the mouse)

To save this layout, complete the following steps:

1. Click on the multi-colored square that shows to the right of the column headers (shown below).

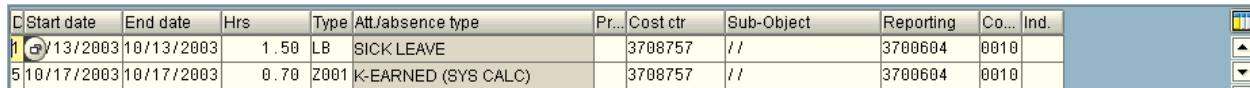
Click here






C	Start date	End date	Hrs	Type	Att/absence type	Pr...	Cost ctr	Function Cod	Activity Code	Sub-Object	
1	10/13/2003	10/13/2003	1.50	LB	SICK LEAVE		3708757			//	
5	10/17/2003	10/17/2003	0.70	Z001	K-EARNED (SYS CALC)		3708757			//	


2. The **Table Settings** pop-up box will appear
3. Enter a name for this display variant in the **Variant** field
Note: Leave the **Use as standard setting** box checked
4. Click **Create**, then
5. Click **Save**

Your personalized screen view is now saved! Each time you return to this transaction you'll see your customized layout (an example shown below).



C	Start date	End date	Hrs	Type	Att/absence type	Pr...	Cost ctr	Sub-Object	Reporting	Co...	Ind.	
1	10/13/2003	10/13/2003	1.50	LB	SICK LEAVE		3708757	//	3700604	0010		
5	10/17/2003	10/17/2003	0.70	Z001	K-EARNED (SYS CALC)		3708757	//	3700604	0010		

Helpful Hints:

- ❖ You can save a customized layout on any screen that you see the multi-colored square  (not available on all screens)
- ❖ To revert back to the original settings, change or delete the variant, click on the multi-colored box to maintain these settings, make desired changes and click Save.